

PURCHASING OFFICER

General Statement of Duties: Performs administrative and professional work involved in the large scale purchase of a wide range of materials, supplies and equipment; does related work as required.

Distinguishing Features of the Class: This position is responsible for technical purchasing activities, including the drafting of commodity specification, in accordance with City ordinances and modern purchasing practices. The employee in this class is charged with responsibility for directing the City's purchasing activities to obtain the maximum value for each dollar expended. The Purchasing Officer receives general supervision from the Finance Director.

Areas of Accountability:

1. Prepares and administers all bids as per local ordinances.
 - Writes and updates specifications;
 - Holds bidder conferences for purposes of specification clarification;
 - Ensures that all ordinances concerning bid procedures are followed;
 - Analyzes and makes recommendations on bid award to Mayor;
 - Initiates bid default procedures when necessary;
 - Follows up on orders when received to ensure compliance with bid specifications and the actual order.
2. Monitors and updates procurement policies and procedures to ensure greatest possible return on tax dollar expenditures.
 - Keeps informed, by reading and attending meetings, on the various forms of bidding, i.e. total cost, unit price, etc;
 - Periodically analyzes purchase order files to determine the nature, amount, quantity and prevalent vendor for various committees purchased routinely;
 - Maintains a bid list of vendors for major items of purchase;
 - Combines individual department orders when feasible and would result in a cost savings to the City;
 - Keeps vendors and department heads updated with regard to any changes in purchasing department policies or procedures.
3. Responsible for internal control of all City property.
 - Maintains a centralized inventory catalog of personal property of the departments;
 - Disposes of surplus or excess property by auction or sealed bid;
 - Transfers surplus or excess property from one department to another when economically feasible;
 - Compiles motor vehicle inventory for both accounting and insurance purposes;
 - Maintains physical control of all motor vehicle titles.

4. Supervises clerical and accounting personnel in accordance with personnel policies.
 - Plans and assigns work;
 - Recommends hiring, evaluation and discipline of staff in accordance with EEO practices, Civil Service rules and other City policies and procedures;
 - Instructs subordinate employees on proper work procedures;
 - Review and evaluate performance of subordinate employees.
5. Oversees City print shop.
6. Miscellaneous
 - Provides information as requested to auditors, City staff, and the City Council;
 - Handles changes in the City telephone service including yellow and white page advertisements;
 - Prepares and implements purchasing department budget;
 - Maintains personal contact with sales representatives of vendors;
 - Other duties as assigned.

Required Knowledge, Skills and Abilities: Thorough knowledge of business methods, marketing, and purchasing principles, practices and procedures; good knowledge of modern methods used in analyzing bid awards and maintaining inventory records; thorough knowledge of office terminology, procedures and equipment, basic knowledge of data processing systems; thorough knowledge of business arithmetic; good knowledge of business law, particularly the uniform commercial code; ability to interpret and apply complex state and federal rules and regulations; ability to write clear concise specifications; ability to plan, assign, and evaluate the work of others; ability to work effectively with staff and the general public; ability to organize, maintain and analyze various financial records and reports; good oral and written communication skills.

Acceptable Experience and Training: Considerable responsible experience in procurement of goods and services and completion of a standard high school course of study supplemented by business school or college level courses in accounting, marketing, management, economics and business law, or less experience and graduation from college with major course work in business administration, marketing or a related area or any combination of experience and training which provides the required knowledge, skills and abilities.